



King County

RESIDENTIAL APPRAISER I
DEPARTMENT OF ASSESSMENTS
Hourly Rate: \$21.82– \$27.66 [2006 Rates]
Job Announcement: 05JS5719
OPEN: 12/16/05 CLOSE: 01/6/06

WHO MAY APPLY: This position is open to the general public. Internal County candidates are encouraged to apply.

WHERE TO APPLY: Required forms and materials must be sent to **Administrator, King County Department of Assessments, 500 4th Ave, Room 704, Seattle, WA 98104**. Email submittals are encouraged at joni.shirer@metrokc.gov (all application materials must be included). Application materials must be received by 4:30 p.m. on the closing date. [Postmarks are NOT ACCEPTED.]

PLEASE NOTE: Applications not received at the location specified above may not be processed. Contact Joni Shirer at [206] 296-5199 for other inquiries.

FORMS AND MATERIALS REQUIRED: A [King County application form](#), and responses to the Supplemental Questionnaire for Residential Appraiser I, resume and letter of interest that describes in detail your background and experience and how you meet or exceed the requirements for this position. Application materials can be downloaded from the internet at <http://www.metrokc.gov/ohrm/jobs/JobApplications.htm>.

WORK LOCATION: 900 Oakesdale, Renton, WA

WORK SCHEDULE: This position works a 35-hour workweek and is overtime eligible.

PRIMARY JOB DUTIES INCLUDE: Employees occupying positions of this class are responsible for determining the true and fair market value of real property in accordance with Federal, State and local regulations. This includes field data collection and analysis for tax assessment purposes utilizing a wide range of mass appraisal methods and techniques. Duties also include addressing taxpayers concerns at the public information counter, telephone inquiries, and preparation and defense of tax appeals.

1. Physical inspection of all residential properties for assurance of consistent and correct data.
2. Determine market value considering the sales comparison and cost approaches utilizing mass appraisal and statistical techniques.
3. Prepare and maintain work records and documents.
4. Explain assessment policies and procedures to taxpayers.
5. Prepare and defend appraisals before county and state boards of appeals.

DESIRABLE QUALIFICATIONS:

1. One year of residential appraisal experience within the last 5 years **AND** 70 college level classroom hours of appraisal courses approved by the Washington State Department of Licensing; **OR**

2. Three years real estate sales experience within the last 5 years **AND** 70 college level classroom hours of appraisal courses approved by the Washington State Department of Licensing; **OR**
3. A two [2] year college degree in Math or Real Estate; **OR**
4. Two [2] years of experience in statistical or economic analysis, **OR**
5. Any combination of education and experience totaling three [3] or more years in economic, statistical, or real estate analysis; **OR**
6. A Four [4] year college degree with at least 15 credits in real estate, statistics, or a combination of both.
7. Experience using PC applications such as Microsoft Word and Excel.

NECESSARY SPECIAL REQUIREMENTS: Possession of an Assessor's Accreditation Certificate as required by the State of Washington or the ability to obtain accreditation within twelve months of hire. The successful candidate must possess and maintain a valid Washington State Driver's License. Employees in this classification are expected to drive their personal automobile on field assignments. Offers of employment are made subject to the successful passage of a physical examination. The successful candidate will serve a six month probationary period as an extension of the selection process. This probationary period may be extended to twelve months while the candidate is obtaining the Assessor's Accreditation Certificate.

UNION MEMBERSHIP: The selected candidate must join the Teamsters, Local 763 within 30 days of employment.

KING COUNTY DEPARTMENT OF ASSESSMENTS

APPRAISER I – RESIDENTIAL

SUPPLEMENTAL QUESTIONNAIRE

Provide a concise written response indicating your background in each of the following areas. Please limit responses to no more than ½ page per question. Specifically address the following areas:

1. Education and Experience
 - A. List your college degree[s], if any, [including major] and/or any relevant professional designations or licenses.
 - B. List your appraisal education. Include credit hours, dates, course title and course sponsor. Please indicate whether the hours were for continuing education or if the course was one with a test. List your appraisal experience. Include dates, if full-time or list hours if less than full-time and agency name in each position. Describe your PC skills. Specifically address your working knowledge and experience with Word, Excel, or other computer software. Please give specific examples of skill level. *If you are involved in the interview process, you will be asked to complete an Excel/Word skills inventory following the interview.*
2. Describe situations and provide specific examples to demonstrate your flexibility and problem-solving skills.
3. Demonstrate your knowledge of residential appraisal. Specifically address the following areas:
 - A. List the key elements of the appraisal process.
 - B. Define and explain the selection of a good comparable.
 - C. List the steps involved in Highest and Best Use Analysis
4. Demonstrate your knowledge of the mass appraisal process.